



FORT EUSTIS

HR FOR SUPERVISORS TRAINING SEMINAR



HR for SUPERVISORS COURSE

ATTENDANCE



Class is scheduled to start at 8:00 and end at 4:30 daily. If you are unable to attend, please ensure we are informed: phone 878-5749.



RESTROOMS

Restrooms are located down the hall.



BREAKS

Breaks will be given where material accommodates. If you need to leave the room, please do so as quietly as possible.



MEALS

On your own.



SMOKING

The designated smoking area is located 50' from the building.

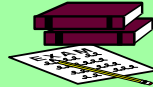
EMERGENCY CALLS

Emergency contact numbers are:



BUDDY SYSTEM

We ask all participants to be responsible for one other person in the course. This is in case of an emergency or need that cannot be fulfilled by the Course Manager. Please exchange your phone number with them.



Fax

If you need information faxed to you, our fax number is 878-4128. Please have your name and the course you are attending on the cover sheet.



COURSE MATERIAL

Each section is tabbed to reflect corresponding sections. If handouts or exercises are being utilized you will find them in the respective section behind the colored sheet of paper. Copies of presentations can be obtained by accessing CPAC website.



QUESTIONS?

If you have any questions or concerns, please don't hesitate to ask.

INTRODUCTION TO HUMAN RESOURCES (HR)



HR FOR NEW SUPERVISORS COURSE GOALS

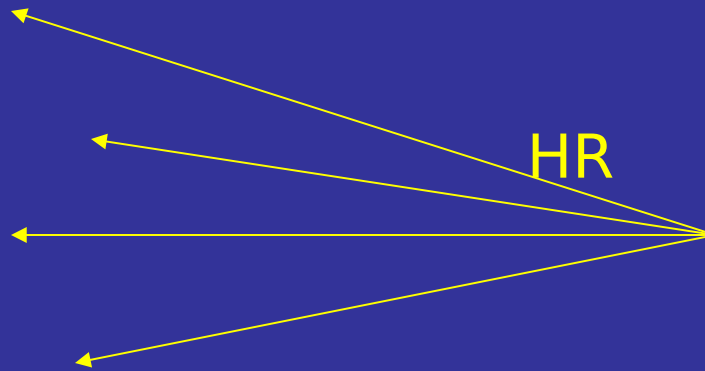
- **To prepare participants to perform supervisory HR role:**
 - **describe the partnership between supervisors and HR team**
 - **recognize and apply HR terminology**
 - **use web-based HR tools, and**
 - **successfully complete case studies**

INTRODUCTION

- **Learning Objectives: Without references participants will...**
 - Briefly explain the concept of a “merit system” and list at least 3 merit principles
 - Briefly describe the missions of the Regional Civilian Personnel Operations Center and the onsite HR Civilian Personnel Advisory Center (CPAC)
 - List at least four Civilian HR processes
 - Briefly explain how labor contracts influence civilian HR administration

THE SUPERVISOR'S JOB

- Planning
- Organizing
- Directing
- Controlling



HR tasks affect a variety of supervisory functions!

MERIT SYSTEM

- **The Pendleton Act of 1883 was one of the first Acts of Congress to establish a civil service based on merit.**
- **The Pendleton Act was a response to the assassination of President Garfield by a disgruntled political supporter who expected a “patronage” appointment.**

MERIT PRINCIPLES

- 1. Recruit from all segments of society; select and advance based on KSAs; provide for fair and open competition.**
- 2. Treat employees and applicants fairly and equitably without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.**
- 3. Provide equal pay for equal work.**
- 4. Maintain high standards of integrity, conduct, and concern for the public interest.**
- 5. Use the federal work force efficiently and effectively.**

MORE MERIT PRINCIPLES

- 6. Retain employees on the basis of performance; inadequate performance should be corrected; separate employees who cannot or will not meet performance standards.**
- 7. Provide education and training to improve organizational and individual performance.**
- 8. Protect employees from arbitrary action, personal favoritism, or political coercion; prohibit employees from interfering with election or nomination process.**
- 9. Protect employees from reprisal for lawful disclosure of information on violation of laws or mismanagement, gross waste of funds, or substantial and specific danger to public safety.**

PROHIBITED PRACTICES

- 1. Discriminate against any employee or applicant on the basis of race, color, religion, sex, national origin, age, or handicapping condition.**
- 2. Solicit or consider any employment recommendation unless it is an evaluation of work performance, ability, aptitude, or general qualifications or an evaluation of character or loyalty.**
- 3. Coerce political activity from any employee.**
- 4. Deceive or obstruct an individual from his or her right to compete for federal employment.**
- 5. Influence a person to withdraw from competition.**

PROHIBITED PRACTICES

(continued)

- 6. Grant preference or advantage not authorized by law to any employee or applicant.**
- 7. Appoint, promote, or advance a relative in the same agency.**
- 8. Take a personnel action as a reprisal against employees who lawfully disclose information, exercise their appeal rights or refuse to engage in political activity.**
- 9. Retaliate against an employee or applicant for filing an appeal.**

PROHIBITED PRACTICES (continued)

- 10. Discriminate on basis of non-performance related conduct.**
- 11. Take any action which violates the merit system principles.**
- 12. Knowingly violate veterans' preference requirements.**

Stop here to show OPM Videotape.

EXERCISE

- 1. Select a Merit Principle or Prohibited Personnel Practice at each table**
- 2. Discuss how violations of the principle or practice might occur**
- 3. Discuss ways to avoid violations**
- 4. Be prepared to share your ideas with the class**

SUMMARY - MERIT PRINCIPLES

- **Be aware of Merit Principles and Prohibited Personnel Practices**
- **Think before you take action**
- **Consult with HR and other advisors**
- **Supervisors are held to a higher standard**
- **Be aware of perceptions even when action is “strictly legal”**

WHISTLEBLOWER PROTECTION ACT (WPA)

- Office of Special Counsel Requirements
 - **Place informational posters regarding the laws**
 - **Provide written information about the WPA to new employees**
 - **Provide written information on WPA to current employees on annual basis**
 - **Train supervisors on the WPA every three years**
 - **Create computer link from agency to OSC**

WHISTLEBLOWER PROTECTION

- Prohibited Personnel Practices include taking reprisals against whistleblowers
- Website: www.osc.gov/ppp.htm
- Instructions for submitting claims are provided at the Office of Special Counsel website.

ARMY HR PHILOSOPHY

- **Management makes HR decisions**
- **Management powers down - delegates to lowest level**
- **HR staff advise, assist, and provide tools**
- **HR Strategic goal -- Recruit, develop, and retain a quality, representative work force**

REGIONAL STRUCTURE

- **CONUS Regions**
- **Northeast, North Central, South Central, Southwest and West**
 - **Report to CHRA (Civilian Human Resource Agency)**
- **OCONUS Regions**
 - **Europe, Korea, Pacific**
 - **Report to CHRA**

REGIONAL STRUCTURE (continued)

- **Civilian Personnel Advisory Centers**
 - **105 CPACs world-wide report to Regional Directors then CHRA**
- **Structure became effective beginning FY04**

HR STAKEHOLDERS

- **Employees**
- **Supervisors/Managers**
- **CPAC Staff**
- **Regional Processing Center Staff**
- **Region Staff**
- **ABC-C Staff**
- **Liaison Staff (in serviced organizations)**
- **Applicants & other external parties**
- **Labor Representatives**

HR MISSIONS

- **HR Regions**
 - **Direct the work of Region/CPACs**
 - **Provide training to meet common needs**
 - **Process HR actions; perform region-wide HR administration; manage information systems**

HR MISSIONS

(continued)

- **Civilian Personnel Advisory Centers (CPAC)**
 - **Provide local strategic HR advice; coordinate with Regional Processing Center; perform labor relations; management-employee relations**
- **Army Benefits Center-Civilian (ABC-C)**
 - **Provides information and advice on benefits administration; processes transactions**

HR PROCESSES

- **Position Classification**
- **Hiring, Promotion, & Placement**
- **Training Requirements**
- **MER Advisory Service**
- **Labor Relations Advisory Service**
- **Employee Benefits & Services**

STAGES OF AN HR PROCESS

- **Customer identifies need & discusses with CPAC**
- **CPAC provides information & advice**
- **Customer initiates appropriate HR action**
- **Request for action flows to CPAC**
- **Regional Processing Center reviews & processes actions**
- **Regional Processing Center updates HR records**
- **Customer receives product / result / follows up**
- **(Training requirements are processed thru CPAC/ Regional HRD Division)**

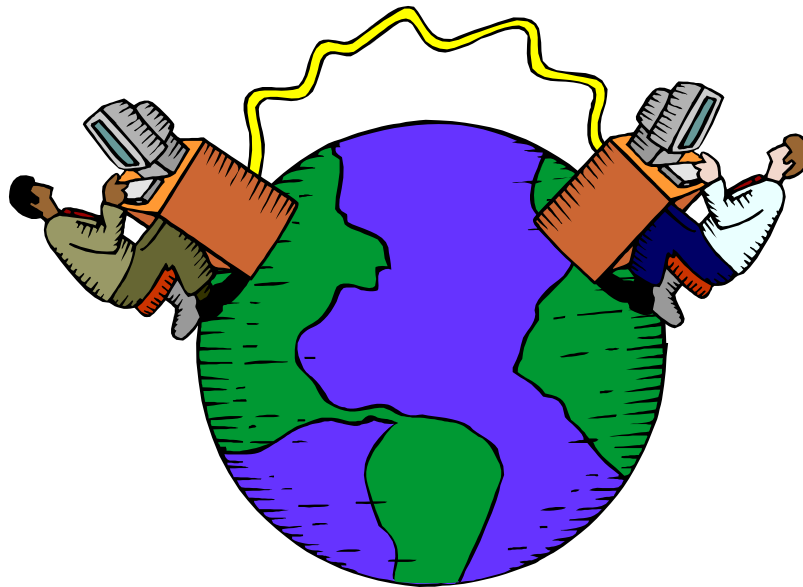
CONTEXT FOR CIVILIAN HR

- **Law/Executive Order**
- **Labor Agreement, if any**
- **Code of Federal Regulations (CFR)**
- **DOD Policies & Regulations**
- **Army Policies & Regulations**
- **MACOM, Regional and Local Policies & Regulations, e.g., Merit Promotion Plan, Pay Setting Policy**

HUMAN RESOURCES

- Is merit based and founded in law?

CIVILIAN PERSONNEL AUTOMATION TOOLS



CIVILIAN PERSONNEL AUTOMATION TOOLS

- **CPAC WEBSITE**
- **Army CPOL Portal**
- **My Biz / My Workplace**
- **DCPDS**
- **Central CSU 11i**
- **Gatekeeper**
- **FASCLASS**
- **SF 50 Information**
- **PERMISS**

Primary Systems:

CPOL Portal, DCPDS, CSU, ART


- **CPOL Portal** provides the main entrance to all HR applications, and has a number of its own tools to assist in managing the civilian workforce.
- **My Biz** access and view your personnel information; maintain your own information, including personal profiles; provide input on performance plans (NSPS)
- **My Workplace** as a supervisor access and view your employee's personnel information; provide input on performance plans (NSPS)
- **Defense Civilian Personnel Data System (DCPDS)** is the primary system. It resides at the Army Civilian Data Center (ACDC, or the "central site"), and is the "database of record."
- **The CSU 11i Application** is a secondary system, which also resides at the central site. The data in the CSU Application comes from the DCPDS database; it is refreshed nightly and is read-only.
- **Army Regional Tools (ART)** is a collection of civilian human resources management tools, most of which have been, or are in the process of being, moved into the CPOL Portal (ART will continue to be used until all tools have been moved).

Other Applications

- **FASCLASS**: centralized database of active position descriptions and position information
- **SF50 Information**: web-accessed SF50 repository that provides a library of SF50s for your employees
- **PERMISS**: Articles and other tools covering all aspects of civilian personnel management

CPAC WEBSITE

<http://www.eustis.army.mil/cpac>




Civilian Personnel Advisory Center

Fort Eustis, VA


670 Lee Blvd, Fort Eustis, VA 23604-5096

(757) 878-2125



United We Stand

TOPICS:



[Alternative Work Schedules \(AWS\)](#)

ANSWER


[Army Benefits Center - Civilian \(ABC-C\) \(FEHB, FEGLI, TSP, Retirement, Death Benefits\)](#)

[Army CPOL Portal](#)

[Army Regional Tools \(ART\)](#)

Welcome to the Fort Eustis Civilian Personnel Advisory Center's Home Page!


We are committed to providing you the best service possible, whether you are visiting us via the Internet or in our office. Just click on the topics on the left to link to the information that you need and expect from CPAC. If you have any questions or comments, do not hesitate to press Feedback. Thank you for visiting CPAC Online. You can access the Ft. Eustis Home Page by clicking [HERE](#).




Army Civilian Corps Creed

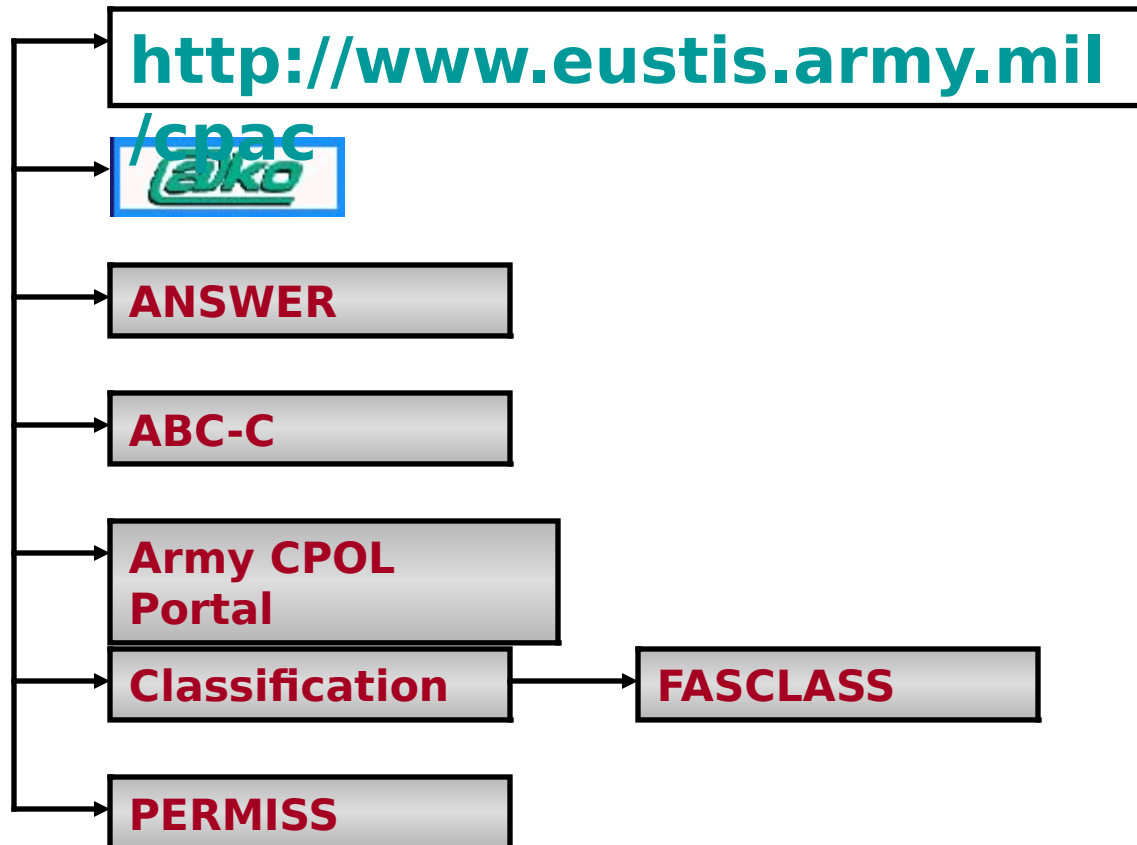
- I am an Army Civilian – a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
- I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and

Click Here for the Employment Verification Service





CPAC WEBSITE





The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.

Employment Opportunities Around the World

Top Army Initiatives



[Army National Security Personnel System](#)

[Current BRAC Information](#)

[Hurricane Katrina/Rita Guidance](#)

[No Fear Act Notice](#)



Employment



Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a



References & Tools



We offer various reference information and tools to assist with questions concerning Civilian Human Resources.



Employee Portal



The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.

→ [Employee Login](#)
(with an AKO account)

Click Here if you need a

CPOL Portal - Manager Tab

The screenshot displays the CPOL Portal Manager Tab interface. At the top, the U.S. Army logo and 'Cpol' branding are visible. The navigation bar includes tabs for HOME, EMPLOYEE, MANAGER (highlighted with a red box and a callout 'Manager tab'), and HR SPECIALIST. The date 'Thursday, February 24, 2005' and a 'Logout' button are in the top right. Below the navigation bar, a dark blue bar contains links for CPOL > Manager Info, Library, Help, Contact, and Edit Account Info. The main content area is divided into three columns. The left column features an 'Employee Data' portlet (highlighted with a red box and a callout 'Portlets') with a description and a list of features. The middle column has an 'InBox Statistics' portlet with a description and a list of features. The right column contains an 'Automation Tools' section with a list of links. At the bottom, there are 'Org Structure' and 'Helpdesk' portlets, and 'RPA Tracker' and 'Citrix Links' sections.

Manager tab

Thursday, February 24, 2005 [Logout](#)

Links to other tools

Portlets

Employee Data Open

Conveniently view employee information from one location.

- Obtain information for yourself or for your employees with just one click.
- View A... and Training
- Access Ticket History, NPA/RPA History and Position information.

InBox Statistics Open

Monitor all active RPAs from one application.

- View all RPAs that are in your inbox and identify where the action stands.
- Monitor the progress of an RPA as it travels through different Inboxes.
- Search & sort RPAs before viewing them to minimize excess results.

Automation Tools

Links.

- ART Gatekeeper
- Central CSU 11i - Web Enabled
- Defense Civilian Personnel Data System (DCPDS)
- DCPDS Desk Guide
- Fully Automated System for Classification (FASCLASS)
- Integrated Definition/Model Task Listings (IDEF)
- SF50 History
- Strategic Recruitment

Org Structure

Helpdesk

RPA Tracker

Citrix Links.

Welcome



Welcome, the new CPOL Portal! You have successfully logged in.

The CPOL PORTAL is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.

Portal Announcement

The latest CPOL Portal & Server Announcements

- Release Notes: Updated 04/09/09

As of 9 Apr, 2009:

at 7:00am Eastern EDT, the Portal was updated with the following:

1. All: ***A new feature has been added to allow opening of a new window for each portlet.***
NOTE: For IE 7 users to allow portlet to display in a new tab you must right click on "Open in New Window" and select "Open in New Tab".
2. Pay Data: Data will display for the W3L Transactions when clicking on the NOA.
3. Pay Data: Typo in the Privacy Act Statement has been corrected.
4. RPA Tracker: Data is now appearing in the appropriate columns when users export to excel without clicking on the "Search Button".
5. Inbox Statistics; RPA Tracker; Gatekeeper: The gatekeeper viewer will now display the sub-questions and their answers when more than one item is selected in the pick list.

Library



Welcome to the CPOL Library, your resource for knowledge and information.

- ➔ Benefits
- ➔ Civilian Plans & Strategies
- ➔ DCPDS INITIATOR and GHOSTVIEW software
- ➔ Emergency HR Guidance
- ➔ General Information
- ➔ Labor Relations
- ➔ Management - Employee Relations
- ➔ Mobilization
- ➔ NAF - Nonappropriated Fund
- ➔ Non-Army Guidance (DoD, OPM)
- ➔ PERMISS
- ➔ Portal Library Homepage
- ➔ Position Classification
- ➔ Recruitment & Staffing
- ➔ SES - Senior Executive Service
- ➔ Training & Leadership Development

Links



Welcome to the CPOL Links.

- ➔ AKO
- ➔ Account Request Information
- ➔ Career Management
- ➔ Civilian News
- ➔ Deputy Chief of Staff, G-1 & Entitlements
- ➔ US Army Homepage
- ➔ What's New?



National Security Personnel System


RSS Read



Military and Government Computer News Feed



PERMISS

Address  <http://cpol.army.mil/library/permis/>



PERMISS

[CPOL Home](#) > [Library Index](#) > PERMISS

- CPOL Top Pages ▶
- Benefits & Entitlements ▶
- Career Management ▶
- Civilian Plans & Strategies ▶
- Emergency HR Guidance ▶
- General Management Info ▶
- Labor Relations ▶
- Management - Employee Relations ▶
- Mobilization/Deployment ▶
- Modernization ▶
- Nonappropriated Fund - NAF ▶
- Non-Army Guidance ▶
- PERMISS ▶
- Position Classification ▶
- Staffing & Recruitment ▶
- Senior Executive Service - SES ▶
- Training & Leader Development ▶
- Library Home

Personnel Management Information and Support System (PERMISS)

PERMISS is a decision support system designed to provide general guidance and information on all areas of Army Civilian Personnel Management. This site provides easy to understand, accurate information for viewing and retrieving purposes only. Some of the articles are linked to expert system modules, providing specific advice on discharging personnel management and administration responsibilities.

Please Note: Policies may differ for DCIPS, NAF, SES, or Demonstration Projects employees

[Welcome to PERMISS](#)

[Master List of all PERMISS Articles](#)

PERMISS Topic Areas

[Benefits](#) [Classification](#) [DCIPS](#) [Demo Projects](#) [Employee Relations](#) [General Info](#) [Labor](#)
[NAF](#) [Staffing](#) [Training](#)

You can search the *Entire* Library from the [Library Homepage](#)
Or search through PERMISS only with the Search feature below



HOME

EMPLOYEE

MANAGER

HR SPECIALIST

CPOL > Employee Info



Library



Help



Helpdesk



Edit Account Info

My SF50

Go!

This allows you to view your SF50 Information.



Your view is:

- SF 50's dating from 23 Sep 2007 back to the late 1990's. (You must access My Biz to view SF50's after 23 Sep 2007)
- Only SF 50's from Army employment appears.

Employee Data

Go!

This allows you to view your own personnel information through the My Biz & My Workplace application within the Defense Civilian Personnel Data System(DCPDS).



You can:

- Access your account 24 hours a day/7 days a week from any workstation that is connected to (1)a .mil or .gov domain, or (2) a virtual private network (VPN) that is within a .mil or .gov domain.
- Access your personnel information immediately over a secure line.
- Access tab information for Appointment, Position, Personal, Salary, Benefits, Awards/Bonuses, and Performance information.
- Enter a Helpdesk Ticket to request a correction to your personnel record and/or provide feedback on the functionality of the tool.
- View Status of Helpdesk tickets you have entered.

Reference Library

Open in New Window

Links

- CSR and Timekeeper Guide to Avoid and Report Pay Problems
- Decision Logic Table to Report Pay Problems
- Emergency Essential Employee's FEGLI Election Opportunity
- Employee Guide to Avoid Pay Problems
- Entitlement and Benefits for Temporary Service in Iraq & Afghanistan
- OPM: Wage Tables (Pay Tables, Salary Information)
- Procedures for R & R Reimbursements for DAC's

My Links

Go!

Manage Your Links

- ☐ BOA
- ☐ ART
- ☐ DTS
- ☐ VAB
- ☐ DA Resumix Recruiter
- ☐ DCPDS
- ☐ CHR-ABC
- ☐ FASCLASS
- ☐ DCPDS

Label

Link URL

(include http(s))

Delete Link

Add Link

Automation


Open in New Window

Links











- Army Benefits Center - Civilian (ABC-C)
- Army Exit Survey
- CHRTAS - Apply for Training
- DFAS/My Pay
- Defense Travel System(DTS)
- Employment Verification Service (TALX)
- Resume Builder & ANSWER
- Thrift Savings Plan (TSP)

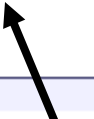
How Do I Register My CAC to Access *My Biz / My Workplace?*

Reference Library

 Open in New Window

Links

-  [CSR and Timekeeper Guide to Avoid and Report Pay Problems](#)
-  [Decision Logic Table to Report Pay Problems](#)
-  [Emergency Essential Employee's FEGLI Election Opportunity](#)
-  [Employee Guide to Avoid Pay Problems](#)
-  [Entitlement and Benefits for Temporary Service in Iraq & Afghanistan](#)
-  [OPM: Wage Tables \(Pay Tables, Salary Information\)](#)
-  [Procedures for R & R Reimbursements for DAC's](#)
-  [Regional Homepages](#)
-  [Tools and Calculators](#)
-  [User Guide for CAC Enabling DCPDS/My Biz & My Workplace](#)





Employee Data [Go!](#)

[Open in New Window](#)

Conveniently view employee information from one location.



- Obtain information for yourself or for your employees with just one click.
- View Appraisal, Benefits, Awards, and Training information.
- Access Pay Data, Org Structure, Ticket History, NPA/RPA History and Position information.

Org Structure [Go!](#)

[Open in New Window](#)

View all positions within an Organization.



- See the total number of positions an Organization has.
- View the position information for a position within an Organization.

Helpdesk [Go!](#)

[Open in New Window](#)

Enter, Track, and Work tickets from here!



- Enter a new ticket for any Pay related problem.
- Work problem tickets and close out resolved issues.
- View all open and closed tickets for Pay Problems, Quality Control, and Suspense.

NPA Tracker -Ex Employee Only [Go!](#)

[Open in New Window](#)

View Inactive employee information from one location.

InBox Statistics [Go!](#)

[Open in New Window](#)

Monitor all active RPAs from one application.



- View all RPAs that are in your inbox and identify where the action stands.
- Monitor the progress of an RPA as it travels through different Inboxes.
- Search & sort RPAs before viewing them to minimize excess results.

RPA Tracker [Go!](#)

[Open in New Window](#)

Track the progress of all RPAs in one location.



- Add notes to an RPA and view responses entered by other users.
- View the entire contents of RPA and monitor the approval process.
- See the Approver Signature, Status Remarks, and Current/Last Inbox information for an RPA.

Gatekeeper [Go!](#)

[Open in New Window](#)

RPA - Gatekeeper List

- Please click [Go!](#) to access your RPA - Gatekeeper List.

Citrix Links [Go!](#)

[Open in New Window](#)

Citrix Links

- Please click [Go!](#) to access your citrix links. It may take a few seconds to open the portlet, please be patient while your links are being loaded.

Reference Library [Go!](#)

[Open in New Window](#)

Links

- [DCPDS Desk Guide](#)

My Links [Go!](#)

Manage Your Links

- ☐ BOA
- ☐ ART
- ☐ DTS
- ☐ VAB
- ☐ DA Resumix Recruiter
- ☐ DCPS
- ☐ CHR-ABC
- ☐ FASCLASS
- ☐ DCPDS

Label

Link URL

(include http(s))

[Delete Link](#)

[Add Link](#)

Automation [Go!](#)

[Open in New Window](#)

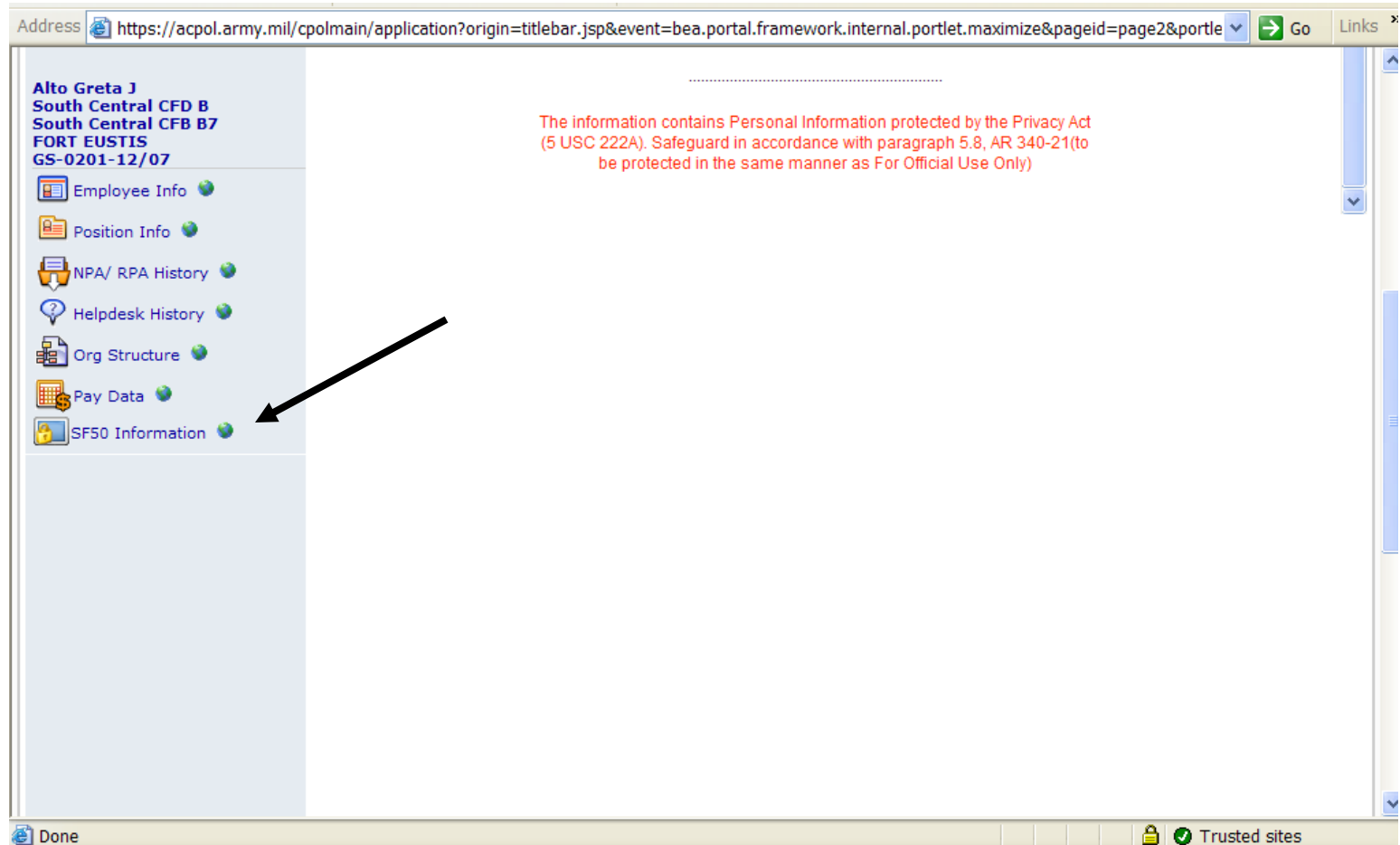
Links

- [ART Reports Only](#)
- [Business Objects XIR2](#)
- [Business Objects XIR2 Admin Tools](#)
- [CHRTAS - Apply for Training](#)
- [Central CSU 11i - Web Enabled](#)
- [Defense Civilian Personnel Data System \(DCPDS\)](#)
- [Fully Automated System for Classification \(FASCLASS\)](#)


Description of Portal Applications





- **Employee Data:** easy access to basic data about employees, including personnel and position data (including job descriptions), NPA and RPA history, organization information
- **Org Structure:** up-to-date information about the organization (table format showing encumbered and vacant positions)
- **Inbox Statistics:** timeliness of personnel processing as well as information on specific actions (position data, organizational information, and individual RPAs)
- **Helpdesk:** includes upcoming personnel action suspenses (expiring appointments, within grade increases coming due, etc.) as well as problem reporting and tracking tools

SF 50 Information





SF 50 Information

Address  <https://acpol.army.mil/cpolmain/application?origin=content.jsp&event=bea.portal.framework.internal.portlet.event&pageid=page2&portletid=...>

CPOL > Manager Info  Library  Help  Contact  Edit Account Info

Employee Data

















 Please Select an Employee

By 



For



>> Search Employees <<



SF50 Information


Type of Action	Auth. Code	EFF_Date	PP	Series	Grade	Step	Agency
 Pay Adjustment (894)	QWM ZLM	08-JAN-2006	GS	0201	12	07	ARSB
 Individual Cash Award (840)	---	16-DEC-2005	GS	0201	12	07	ARSB
 Realignment (790)	UNM ---	05-DEC-2005	GS	0201	12	07	ARSB
 Within-grade Inc (893)	Q7M ---	15-MAY-2005	GS	0201	12	07	ARSE
 Individual Cash Award (840)	---	10-JAN-2005	GS	0201	12	06	ARSE
 Pay Adjustment (894)	QWM ZLM	09-JAN-2005	GS	0201	12	06	ARSE
 Pay Adjustment (894)	QWM ZLM	11-JAN-2004	GS	0201	12	06	ARSE
 Pay Adjustment (894)	QWM ZLM	11-JAN-2004	GS	0201	12	06	ARSE
 Individual Cash Award (840)	---	30-DEC-2003	GS	0201	12	06	ARSE
 Realignment (790)	UNM ---	05-OCT-2003	GS	0201	12	06	---
 Chg in Data Element (800)	CGM ---	07-JUN-2003	GS	0201	12	06	ARTC
 Within-grade Inc (893)	Q7M ---	18-MAY-2003	GS	0201	12	06	ARTC
 Individual Cash Award (840)	---	01-MAY-2003	GS	0201	12	05	ARTC
 Reassignment (721)	VGP ---	09-MAR-2003	GS	0201	12	05	ARTC
 Correction (002)	VGP ---	09-MAR-2003	GS	0201	12	05	ARTC
 Pay Adj (894)	QWM ZLM	12-JAN-2003	GS	0201	12	05	ARTC



Alto Greta J
South Central CFD B
South Central CFB B7
FORT EUSTIS
GS-0201-12/07

 Employee Info 

 Position Info 

 NPA/ RPA History 

 Done

**HELP****Welcome to CPOL Portal Help!**

CPOL Portal Help is your main reference point to access information on how to use the CPOL Portal. Here you can find information on how to optimize your searches, access the different Portlets, and Frequently Asked Questions on the CPOL Portal.

Using Your Portal

- [Quick Guide](#)
- [Printing Tips](#)
- [Search Tips](#)
- [Tutorials](#)

Support Center

- [General FAQs](#)
- [Browser Tips](#)
- [Optimal View](#)
- [Citrix Errors & Fixes](#)
- [CPOL Portal Account Info](#)

Top 5 FAQs

- [Why is my name different on the CPOL Home Page?](#)
- [How do I Open/Close a portlet?](#)
- [Can I change my AKO User ID and Password from the CPOL Portal?](#)
- [I can't find a link?](#)
- [How do I return to the CPOL Home page?](#)

Accessibility Information Center

- [Quick Overview of Section 508 / Accessibility Issues](#)
- [How your CPOL Portal complies with 508 guidelines](#)
- [Helpful Tools](#)
- [Accessibility Resources and Links](#)

Quick Guides

The Quick Guide serves as a one page reference tool for an application. It walks you through the main tasks of the application and provides you with some hint and tips on using it. Click on the

User Guides

The User Guide serves as a detailed guide to using an application. It walks you through the main tasks that you can perform within the application as well as provide you with detailed information about the application. Click on the application name below to access its

Which to use?

- Request a personnel action: **DCPDS**
- Fill out a gatekeeper checklist: **Portal / Gatekeeper**
- Track a request for personnel action: **Portal / Manager Tab \ Inbox Statistics or RPA Tracker**
- Look up data about an employee: **Portal / Manager Tab \ Employee Data**
- View or print an SF50: **Portal / Manager or Employee Tabs, or DCPDS**
- Run a standard report: **Portal, CSU, or ART**

FASCLASS

Address  <http://cpsfc.belvoir.army.mil/fasclass/inbox/>  Go  Links

FASCLASS PD #

FASCLASS PD Library Lookup What's New? CPOL

24 August 2005 Restricted Access Help

FULLY AUTOMATED SYSTEM FOR CLASSIFICATION
FASCLASS

Europe Korea N. Central Northeast Pacific S. Central Southwest West

--Partnering with Army--


DISA

To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply

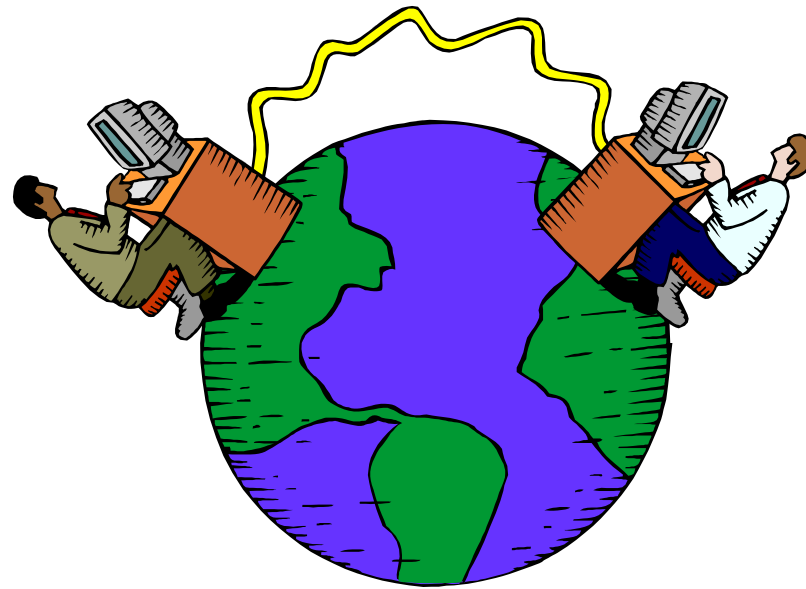
 Internet

Other Websites of Interest

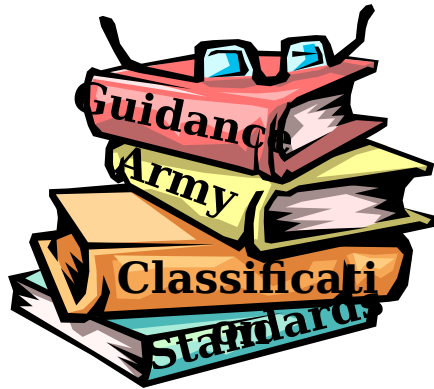
- **DCPDS Desk Guide**
<http://www.cpocma.army.mil/deskguid>
 - **ART Users Guide**
<http://www.cpocma.army.mil/artguide>
 - **ScreenCam How-To Movies**
<http://www.cpocma.army.mil/howtomovies>
- The three websites above are all accessible from the CHRA DCPDS Training page:
<http://www.cpocma.army.mil/mdcpds>
- **Civilian Personnel On-Line (CPOL)**
<http://www.cpol.army.mil>
 - **ABC-C (Army Benefits Center - Civilian)**
<https://www.abc.army.mil/>
 - **DOD Civilian Personnel Management Service**
<http://www.cpms.osd.mil>
 - **OPM home page**
<http://www.opm.gov>
 - **Joint Travel Regulations**
<http://www.defensetravel.dod.mil/perdiem/trvregs.html>
 - **Thrift Savings Plan (TSP)**
<http://www.tsp.gov>

QUESTIONS??

?



Position Classification



PURPOSE



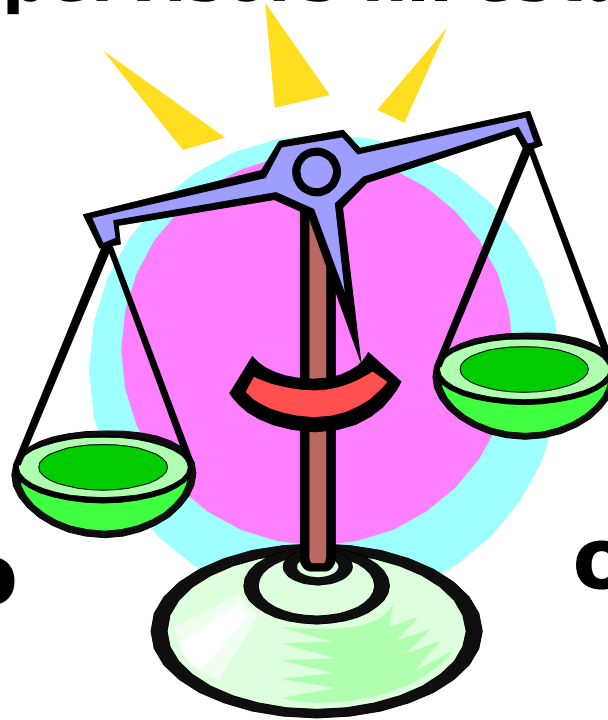
- **To explain Army classification policies and practices, including tools for selecting PDs and applying the Fair Labor Standards Act (FLSA)**

LEARNING OBJECTIVES

- **Supervisors will be able to:**
 - **Briefly explain the organizational framework for position classification**
 - **List at least 3 classification responsibilities**
 - **Select and edit a position description using Army's automation tool**
 - **Briefly explain PATCO**
 - **Locate classification standards at OPM's web site & personnel information at CPOL**
 - **Define and describe occupational definitions under NSPS**
 - **Define and describe career groups, pay schedules, and pay bands under NSPS**
 - **Describe the basic NSPS classification process**
 - **Define the terms - mixed, interdisciplinary, and interoccupational positions**
 - **Describe NSPS classification appeals**

ORGANIZATIONAL DESIGN

Normally, supervisors fill *established* positions.



Good
organizational design
minimizes HR
problems

Poor
organizational structure
magnifies

S HR
problems

DESIGN PRINCIPLES

- **Organization design precedes job design**
- **Design should support mission and work force relationships**
- **Eliminate unnecessary layers**
- **Select effective supervisor-employee ratios**
- **Use appropriate patterns for organizing**
- **Avoid obvious hazards**
- **Build around teams or units, not jobs**

ORGANIZATIONAL ADVICE

Who can help?

**Resource
Management
Directorate
on matters
of efficiency
or
organization
al structure**



**CPAC when
complicated
classification
questions
arise (e.g.,
how to
classify
leaders and
supervisors)
and on
matters of job
design or HR**

ECONOMY AND EFFICIENCY

- **Commanders, directors, managers, and supervisors must design organizations that:**
 - **Use the lowest grades feasible to accomplish the mission.**
 - **Normally provide for career progression.**
 - **Eliminate excessive layers of supervision.**
 - **Avoid the assignment of employees to position descriptions that do not match the work assigned and performed.**

HOW TO IDENTIFY A MISASSIGNMENT

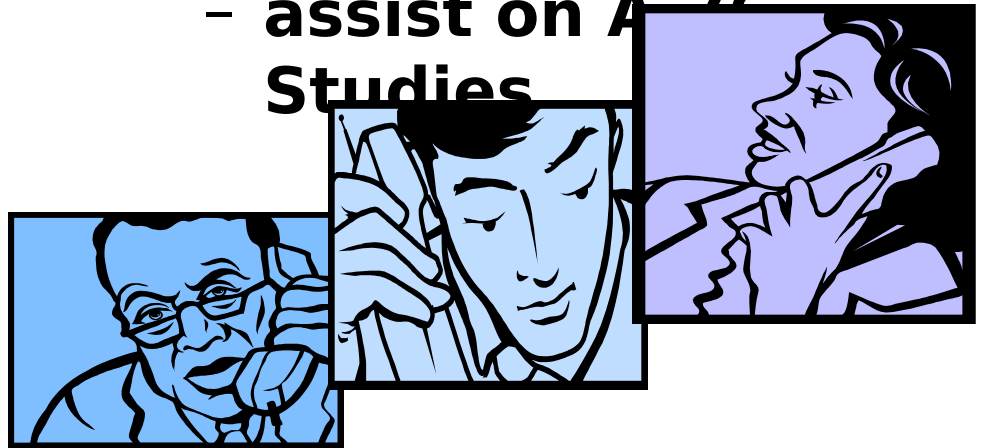


- **Employee NOT Assigned Major Duties in the Position Description (PD)**
- **Employee Assigned Major Duties NOT in the PD**
- **Temporary Assignments Become Permanent and NOT in the PD**
- **Exceeds “TEMPORARY” Period Specified in Labor Agreement or CFR (Typically 30 - 120 Days)**

Note: Work May be at Lower, Higher, or

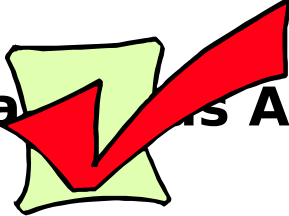
CLASSIFICATION FUNCTIONS

- **classification processing**
- **apply new standards**
- **review appeal packages**
- **administer pay (including FLSA)**
- **assist on A-76 Studies**
- **advise employees & managers**
- **conduct classification training (with help from CPAC)**
- **assist on A-76 Studies**





Classification Decisions

- × Pay System [DCA
Manager]
 - × Series/Occupation [DCA
Manager]
 - × Grade [DCA
Manager]
 - × Title [DCA
Manager]
 - × Other codes [CPAC]
 - × Fair Labor Standards Act [CPAC
under GS,
Manager under
NSPS]
- 

DCA POLICY

- **Memo dated 17 Nov 97 (on the web)**
- **Delegation is through MACOMs to installation/activity commanders**
- **Commanders delegate authority through management chain to lowest practical level**
- **DCA requires training before delegation**
- **Certain restrictions apply**
- **If manager lacks authority, the servicing CPAC classifies position descriptions**

DCA POLICY

- **Manager must follow laws, regulations, classification standards, and guidance**
- **Manager uses FASCLASS, PD Library, COREDOC, & other tools**
- **CPAC advises and trains**
- **CPAC verifies PD format and classification**
- **CPAC determines FLSA under GS; Manager determines FLSA under NSPS**
- **CPAC/Manager coordinate on any problems or issues they encounter**

DCA Do's



Managers may:

- Determine/certify the occupational code, pay band, and title per NSPS Class Standards
- Make other class-related determinations such as Fair Labor Standards Act exemptions, IAW statutory requirements
- Classify only those positions under their direct managerial/supervisory control
- Delegate classification authority to subordinate managerial/supervisory positions, if authorized

DCA Don'ts



Managers may NOT:

- Classify their own position, or any subordinate position that has an impact on the classification of their position
- Exceed the level of authority delegated to any higher level commander/manager/supervisor within their chain of command
- Delegate classification authority to Human Resources (HR) practitioners or other staff members who are not Commanders, managers or supervisors

TOOL ASSUMPTIONS

PD Library and COREDOC PDs are accepted when unchanged or when they contain only minor edits (e.g., Ft. Swampy is changed to Ft. Polk).

Other PDs require closer review.

Maximum of one advisory determination from CPAC per case.

REGULATORY BASE



- **Executive Orders**
- **Title 5, USC**
- **Code of Federal Regulations (CFR)**
- **OPM classification standards or manuals**
- **DOD regulations or manuals/instructions**
- **Army regulations & policy memoranda**
- **MACOM regulations**
- **Local regulations**
- **Union agreements**

Key Terms



“Major Duty” drives HR decisions and represents the essential and basic reason for the position, either:

- 25% or more of the employee’s time, or**
- requires a significant knowledge, skill, ability that would influence recruitment**

Key Terms



- **“Grade-Controlling Work”--**
Work that supports the grade or pay level of the position.
 - **In General Schedule, it must be at least 25% or more of the employee’s time.**
 - **In Federal Wage System, it must be *regular and recurring*.**

ASSIGNMENT OF WORK

Supervisor's Responsibility:

- **Assign Work to Employees**
- **Ensure Mission Accomplishment**
- **Ensure Position Description Accuracy**
- **Ensure Proper Alignment in the organization**



ASSIGNMENT OF WORK

When assigning work:

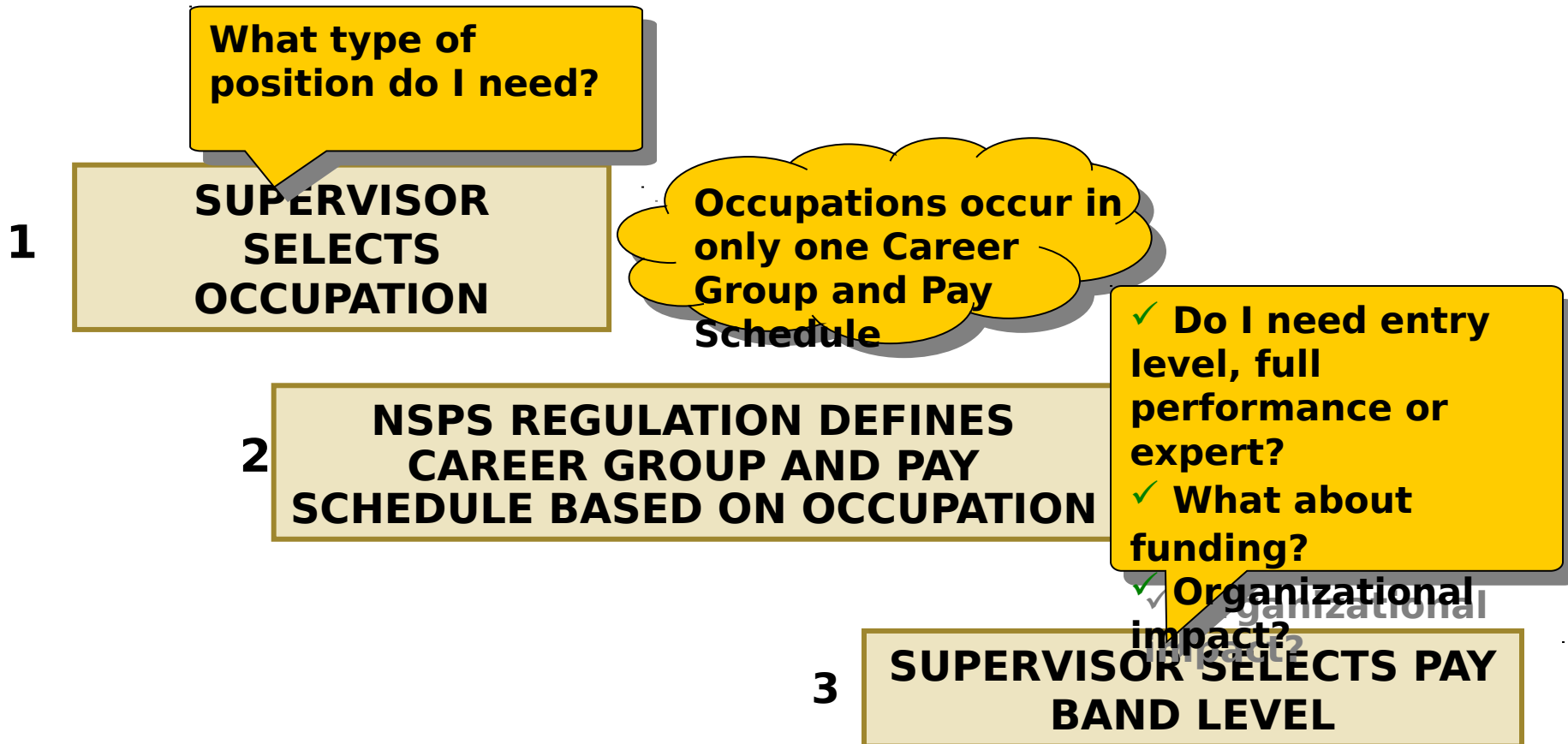
- **Consider using the lowest grade feasible to accomplish the mission**
- **Provide for Career Progression (Where Applicable)**
- **Eliminate excessive layers of supervision.**
- **Avoid miss assignments**
- **Consider Organization Design**

BENEFITS OF GOOD ORGANIZATIONAL DESIGN



- **Save Personnel Dollars**
- **Save Time in Implementing Decisions**
- **Improve Morale of Employees**
- **Accurate Identification of Training Needs**

3 Steps to Classification



Management is in control – NOT HR!
Responsible for position and financial management

Pay System

- The first classification decision when you select/write a PD or plan for a new mission is to determine pay system.
- Pay system is usually obvious--white collar work vs. trade or craft work.
- OPM publications are at www.opm.gov.
- Read guidance for borderline cases.



PATCO



The second decision is to determine the career path associated with the new work:

- Professional (education requirement)**
- Administrative (other GS-05/07/09/11/12)**
- Technical/Assistant**
- Clerical**
- Other**

OCCUPATION

- **OPM publishes a handbook that lists all of the established wage and GS occupations.**
- **There are also “01” occupational codes for miscellaneous positions.**
- **Review the occupational handbook at <http://www.opm.gov>**
- **Select index, classification, and follow the links**



GRADE OR PAY BAND

- **Within PATCO category, determine if you want a trainee, full performance, or senior position; this drives grade range.**
 - **Clerical work is procedural (GS-01 to GS-03) or substantive (GS-04 to GS-05).**
 - **Technical work varies from GS-05 to GS-07+.**
 - **Administrative and professional jobs vary from GS-05/07 trainees to GS-11+ full performance.**

PATCO PDs

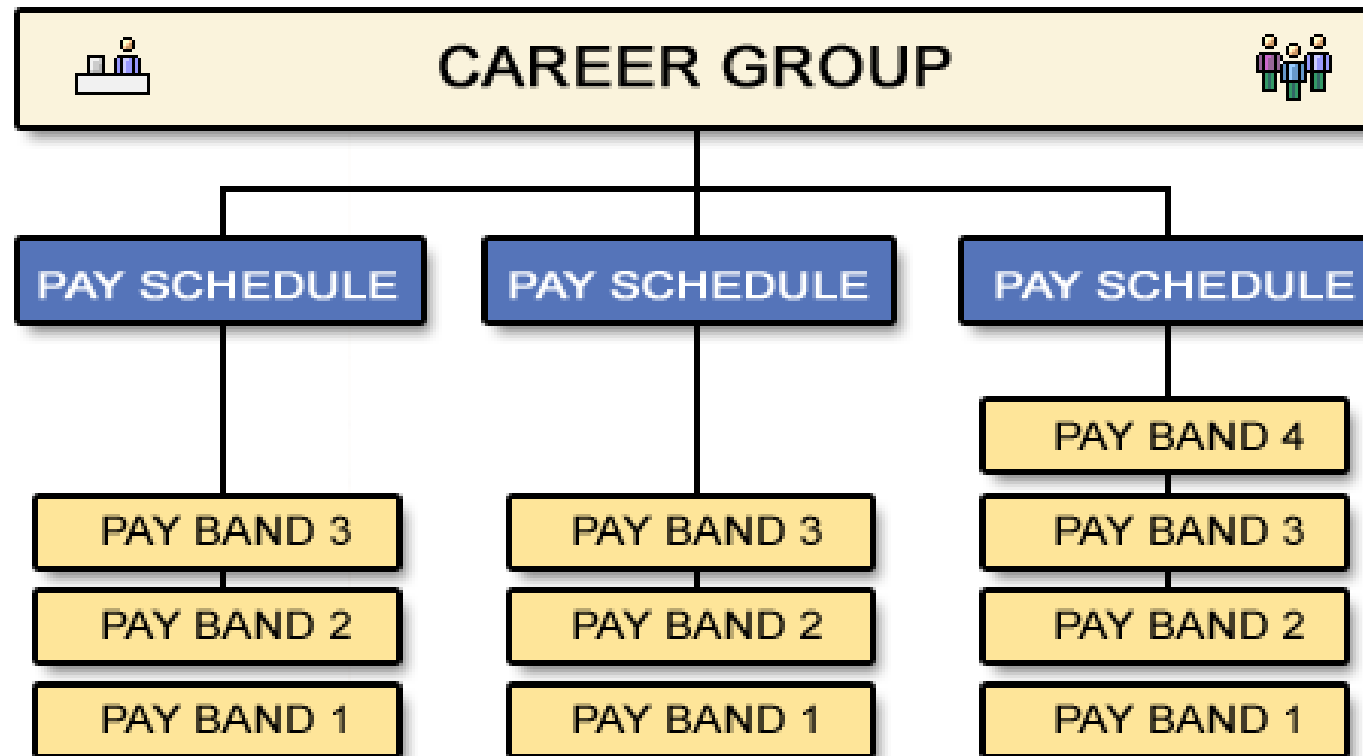
- Once you determine the level of performance for a PATCO category, you are ready to search FASCLASS or PD Library for a typical PD.
- Go to:
<http://www.cpol.army.mil>.
- Then select “tools” and link to FASCLASS or PD Library.



GS vs. NSPS Classification

GS	NSPS
Occupational Family	Career Group
Pay Plan	Pay Schedule
Title	Title
Grade	Pay Band
Occupational Series (#)	Occupational Code (#)
Over 400 OPM GS Classification Standards	15 Standards

Classification Architecture



Career Groups/Pay Schedules

STANDARD

- Professional/Analytical (YA)
- Tech/Support (YB)
- Supervisor/Manager (YC)
- Student Employment (YP)*

73% of DoD workforce

ENGINEERING & SCIENTIFIC

- Professional (YD)
- Tech/Support (YE)
- Supervisor/Manager (YF)

19% of DoD workforce

MEDICAL

- Physician/Dentist (YG)
- Professional (YH)
- Tech/Support (YI)
- Supervisor/Manager (YJ)

4% of DoD workforce

INVESTIGATIVE & PROTECTIVE SERVICES

- Investigative (YK)
- Fire Protection (YL)
- Police/Guard (YM)
- Supervisor/Manager (YN)

4% of DoD workforce

***Student Employment (YP) covers all 4 groups.**

Pay Schedules (PS)

Pay Schedules (PS) combine similar types of work within a Career Group (CG) based on the occupational definition of:

- Professional and Analytical
- Technician / Support
- Supervisory
(each of the Career Groups have these types of jobs)
- Students are all in the Standard Career Group

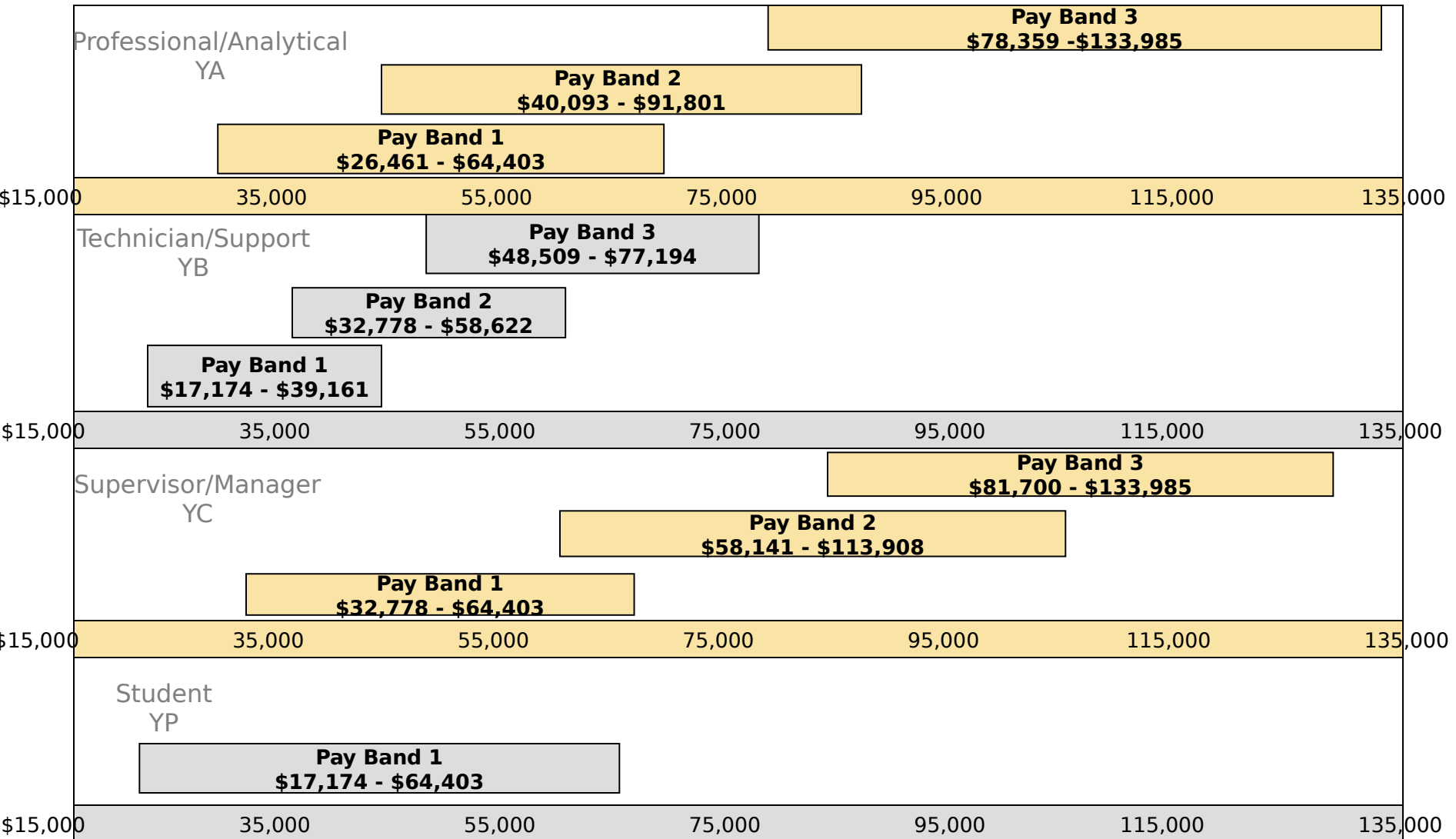
Career Group and Pay Schedule Example

Occupation	Career Group	Pay Schedule/Code
Engineering, 0801	S&E	Professional / YD
Engineering Tech, 0802	S&E	Technician/Support / YE
Engineering Student Trainee, 0899	STND	SEEP / YP
Supervisory Civil Engineer, 0810	S&E	Supervisory / YF

Pay Bands

Pay Band	Prof/ Analytical	Tech/Support	Supervisory
1	Entry/ Developmental	Entry/Developmental or Journey	Supervises PB 1
2	Journey	Journey	Supervises PB 2
3	Expert/ Program Mgr	Journey/Expert	Manager
4		Unusual (super) Expert	

Standard Career Group 2009



Classification Exercise 1

Find the correct career group and pay schedule for the following occupations:

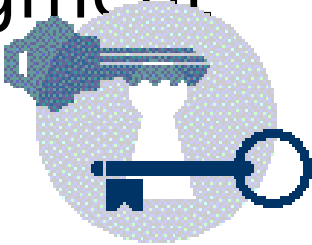
Occupation	CG/ PS	Occupation	CG/PS
0401, Biologist		0511, Auditor	
1310, Physicist		0905, Attorney	
0404, Biological Science and Laboratory Technician		2210, IT Specialist	
1311, Physical Science Technician		0201, Supervisory Human Resources Specialist	
0025, Park Ranger		0318, Secretary	
0086, Security Technician		1811, Criminal Investigator	

Time: You have 15
minutes

Key Classification Differences

GS

- Focus on Position
- Classification drives pay
- Requires seasoned classification judgment



NSPS

- Focus on Person
- Performance drives pay
- Administrative decision based on what is:
 - Best for business
 - Most economic
 - Wisest use of taxpayer's dollars

WRITING POSITION DESCRIPTIONS



- ✓ **Why do we need the written position description?**
- ✓ **What does the written PD help to achieve?**
- ✓ **Who is responsible for the PD?**
- ✓ **When is it necessary to write a new or to revise a current PD?**

WHAT MUST A POSITION DESCRIPTION DO?

Accurately Describe the Duties to Be Classified

- ***Major Duties***
 - ***Primary Reason for the Position***
 - ***Govern Qualifications***
- ***Grade Controlling Work***
- ***Trainee Duties***



PD FORMATS

- **The PD format depends upon the OPM or DOD classification standard used to grade it.**
 - **Narrative GS (Supervisory Controls & Major Duties)**
 - **Factor Evaluation System (Major Duties plus 9 Factors)**
 - **Narrative WG (Major Duties plus 4 factors)**
 - **GSSG (Major Duties plus 6 Factors)**
 - **NSPS**

NARRATIVE GS FORMAT

- ◆ ***Supervisory Controls - How the work is assigned & reviewed***
- ◆ ***Major Duties - Statement of important duties assigned, including a introductory paragraph stating primary purpose of the position.***
- ◆ ***“Performs other duties as assigned.”***
- ◆ ***Conditions of Employment (Security Clearances, TDY, Work Schedule, Licenses, etc.)***



FES FORMAT

- **Major Duties**
 - Performs other duties as assigned.
- **Nine (9) factors:**

Factor 1 - Knowledge Required by the Position

Factor 2 - Supervisory Controls

Factor 3 - Guidelines

Factor 4 - Complexity

Factor 5 - Scope & Effect

Factor 6 - Personal Contacts

Factor 7 - Purpose of Contacts

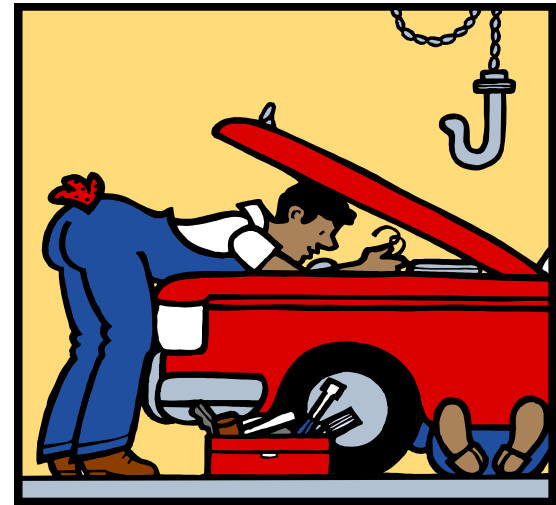
Factor 8 - Physical Demands

Factor 9 - Work Environment



NARRATIVE WG FORMAT

- **Duties**
 - **Performs other duties as assigned.**
- **Skills and Knowledge**
- **Responsibility**
- **Physical Effort**
- **Work Conditions**



GSSG FORMAT



- ✓ **Major Duties**

- **Performs other duties as assigned.**

- ✓ **Six (6) Factors**

- Factor 1 - Program Scope and Effect**

- Factor 2 - Organizational Setting**

- Factor 3 - Supervisory and Managerial
Authority Exercised**

- Factor 4 - Personal Contacts**

- Factor 5 - Difficulty of Typical Work Directed**

- Factor 6 - Other Conditions**

PD TIPS

<u>GS</u>	<u>NSPS</u>
Army requires percentages of time on each Major Duty	Percentages are not required under NSPS format
Army requires “Performs other duties as assigned.”	NSPS requires “Performs other duties as assigned.”
FES and GSSG formats require factor levels, points, total points, and grade-point conversion	NSPS requires a statement that includes the GS equivalent grade level

Making Fair Labor Standards Act

(FLSA) Determinations

- The manager, not HR, is responsible for FLSA under NSPS
- Per SC1920.9, 5 CFR Part 551 FLSA provisions apply to all DoD employees under NSPS
- Requires mandatory use of:
 - SC1920-2 FLSA Determination Guidance Table AND
 - 5 CFR Part 551

Table SC1920-2. FLSA Determination Guidance Table

GROUP & SCHEDULE	PAY BAND 1	PAY BAND 2	PAY BAND 3	PAY BAND 4
STANDARD CAREER GROUP				
Professional/Analytical	Non-Exempt	Non-Exempt or Apply Test *	Apply Test	
Technician/Support	Non-Exempt	Non-Exempt	Non-Exempt or Apply Test *	
Supervisory	Apply Test	Apply Test	Apply Test	
Student Educational Employment	Non-Exempt			
SCIENTIFIC & ENGINEERING CAREER GROUP				
Professional	Non-Exempt	Non-Exempt or Apply Test *	Apply Test	



[Office of Personnel Management regulations](#)
published in section 101-710 of title 5, Code of Federal Regulations

Part 551--Pay Administration Under the Fair Labor Standards Act

[Subpart A--General Provisions](#)

551.101 General.
551.102 Authority and administration.
551.103 Coverage.
551.104 Definitions.
[Top of Page](#)

[Subpart B--Exemptions and Exclusions](#)

551.201 Agency authority.
551.202 General principles governing exemptions.
551.203 Exemption of General Schedule employees.
551.204 Exemption of Federal Wage System employees.
551.205 Executive exemption criteria.
551.206 Administrative exemption criteria.
551.207 Professional exemption criteria.
551.208 Effect of performing temporary work or duties on FLSA exemption status.
551.209 Foreign exemption criteria.
551.210 Exemption of employees receiving availability pay.
551.211 Statutory exclusion.
[Top of Page](#)

[Subpart C--Minimum Wage Provisions](#)

Basic Provision
551.301 Minimum wage.
Subminimum Wage
551.311 Subminimum wage.

What is FLSA?

- Provides minimum standards for both wages and overtime entitlement, and spells out administrative procedures by which covered work time must be compensated
- Two categories:
 - Exempt: NOT covered by FLSA overtime and minimum wage provisions (follow SC1930 compensation provisions instead)
 - Nonexempt: COVERED by FLSA overtime and minimum wage provisions

FLSA Provisions

- Overtime - nonexempt
 - Paid 1.5 times the regular rate
- Nonexempt employees may request compensatory time, but cannot be ordered to take it
- “Suffer or Permit” provision - Any work a nonexempt employee performs is counted as work:
 - Supervisor need not order or authorize
 - Sufficient that supervisor has reason to believe work was performed
 - Note: Some travel/training time also considered hours of work



Example: Employee works late or on the weekend and puts completed work in supervisor's "in box." Employee may be

CONUS – FLSA Provisions

employees are *nonexempt* unless shown to be exempt

- **Always nonexempt:**

- Pay Band 1 and 2 Technician/Support positions
 - ALL Career Groups (PS YB, YE, YI, YL & YM)
- Trainees - ALL Career Groups
 - (PS/PB YA-1, YD-1, YH-1, YK-1 and YP-1)
- Any WG or WL employee
- Technicians below GS-08 and some above
- Trainees (lack full independence)
- GS clerical employees

- **Often nonexempt (require FLSA test):**

- Many Journey-Level (Pay Band 2) employees in
 - PS/PB YA-2, YD-2, YH-2, YK-2
- Equipment operators (e.g., pilots) (STD CG, YA-2, GS)
- Pay Band 3/4 Technician/Support positions
 - ALL Career Groups (PS YB, YE, YI, & YL)
- Pay Band 1 Supervisory Positions
 - ALL Career Groups (PS YC, YF, YJ, & YN)
- Some first-level WS supervisors
- Many GS-09 employees (lack independence)

Fair Labor Standards Act Determinations

- *Caution* - FLSA is based on *person*, not position!
 - Typically, manager makes decision based on PD duties, prior to employee selection
 - Actual employee's responsibilities determine FLSA so this may require change in FLSA for individual
- Employees are presumed to be covered by FLSA
(non-exempt unless *proven* to be exempt)
- Movement to other CGs, PS, or PBs will require new review

Army FLSA Steps

1. Compare position against SC1920-2 FLSA Table
2. If chart indicates “Apply test,” assess written job objectives and specific duties expected of employee against 5 CFR 551 criteria
 - Exceptions must meet criteria in 5 CFR, part 551, subpart B.
3. For assistance:
 - Use PMD-developed NSPS FLSA Decision Logic Table
 - Contact CPAC HR for advice in applying 5 CFR 551 criteria
4. Complete FLSA Evaluation Worksheet and attach to PD in FASCLASS

Classification Exercise 4

In teams:

- Locate materials needed for exercise
- Use PD(s) assigned by instructor
- Following DoD and PMD guidance / decision logic tables provided, make an initial FLSA call
- Compare initial decision against 5 CFR, Part 551
 - If determined exempt, be prepared to cite the applicable subsection on the FLSA Evaluation Checklist
- TIME: You have 15 minutes

FLSA - COMPLAINTS

- **Employees elevate their FLSA concerns through their chain-of-command.**
- **If not satisfied, employees:**
 - **go to Union (where bargaining unit contract applicable).**
 - **go to OPM (when no labor contract).**
 - **go to Court.**

Classification Appeals

NSPS

Employees may appeal:

- Any classification decision relating to their own position:
 - Title
 - Occupational code
 - Pay band
 - Supervisory status



Employees may not appeal:

- Classification of a proposed position or one to which the employee is not officially assigned
- Classification of a position to which an employee is detailed or temporarily promoted
- Accuracy, consistency, or use of NSPS classification criteria
- Rate of pay

Classification Appeals (cont'd)

- Employees first “raises concerns” to supervisor who has 30 days to respond
- Then formal appeal to CPMS or directly to the Office of Personnel Management (OPM)
- Appeals to CPMS must go through HR
- HR provides assistance and assembles package (as in current process)

Questions?

CAMP SOUTHBRIDGE EXERCISE

